Master English Grammar

Beginner to Intermediate Guide

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Contents

1 Parts of Speech **2**

1.1 Nouns 2

1.2 Pronouns 4

1.3 Verbs 6

1.4 Adjectives 8

1.5 Adverbs 10

1.6 Prepositions 12

1.7 Conjunctions 14

1.8 Interjections 16

2 Tenses **17**

2.1 Present Tense 17

2.1.1 Simple Present 17

2.1.2 Present Continuous 17

2.1.3 Present Perfect 18

2.1.4 Present Perfect Continuous 18

2.2 Past Tense 20

2.2.1 Simple Past 20

2.2.2 Past Continuous 20

2.2.3 Past Perfect 21
2.2.4 Past Perfect Continuous 21
2.3 Future Tense 23
2.3.1 Simple Future 23
2.3.2 Future Continuous 23
2.3.3 Future Perfect 24
2.3.4 Future Perfect Continuous 24

3 Sentence Structure **26**
3.1 Subject and Predicate 26
3.2 Types of Sentences 26
3.3 Active and Passive Voice 27
3.4 Direct and Indirect Speech 27

4 Articles and Determiners **31**
4.1 Articles 31
4.2 Determiners 32

5 Modals and Auxiliary Verbs **34**
5.1 Auxiliary Verbs 34
5.2 Modals 34

6 Subject-Verb Agreement **37**

7 Conditionals **39**

7.1 Zero Conditional 39

7.2 First Conditional 39

7.3 Second Conditional 40

7.4 Third Conditional 40

8 Common Grammar Mistakes **42**

9 Punctuation Rules **44**

10 Practice Tests **46**

10.1 Test 1: Parts of Speech and Tenses 46

10.2 Test 2: Sentence Structure and Conditionals 47

10.3 Test 3: Articles, Modals, and Punctuation 47

1 Parts of Speech

English grammar is built on eight main parts of speech. Understanding each part will help you create correct and clear sentences.

1.1 Nouns

Definition: Nouns are words that name people, places, things, or ideas.

Types of Nouns:

- **Common nouns:** general names (e.g., *city, cat, book*)
- **Proper nouns:** specific names (e.g., *London, Sarah, Monday*)
- **Concrete nouns:** things you can see or touch (e.g., *table, apple*)
- **Abstract nouns:** ideas or feelings (e.g., *freedom, love*)
- **Collective nouns:** names of groups (e.g., *team, family*)

Examples:

- The *dog* runs fast.
- *Paris* is a beautiful city.
- She felt *happiness* after the exam.
- Our *class* is going to the museum.
- The *apple* tastes sweet.
- *Monday* is the first day of the week.
- The *teacher* explained the lesson.

- I bought a new *car*.
- *Freedom* is important.
- The *team* won the match.

Exercise 1.1: Identify the nouns in the following sentences.

1. The children are playing in the park.
2. Lisa loves reading books.
3. Happiness is key to success.
4. The family went on vacation.
5. He bought a new bicycle.

Answers 1.1:

- children, park
- Lisa, books
- Happiness, success
- family, vacation
- bicycle

1.2 Pronouns

Definition: Pronouns replace nouns to avoid repetition.

Common types:

- **Personal pronouns:** I, you, he, she, it, we, they
- **Possessive pronouns:** mine, yours, his, hers, ours, theirs
- **Reflexive pronouns:** myself, yourself, himself, herself, itself, ourselves, yourselves, themselves
- **Demonstrative pronouns:** this, that, these, those
- **Interrogative pronouns:** who, whom, whose, which, what
- **Relative pronouns:** who, whom, whose, which, that

Examples:

- *She* is my friend.
- This book is *mine*.
- He made the cake *himself*.
- *These* are my shoes.
- *Who* is at the door?
- The man *who* called you is here.
- *They* are coming tomorrow.
- Is this pen *yours*?
- I did it all by *myself*.

- *Whose* bag is this?

Exercise 1.2: Replace the nouns with suitable pronouns.

1. Sarah is reading Sarah's book.
2. The children are playing with the children' s toys.
3. I saw John and Mary yesterday.
4. The dog is eating the dog' s food.
5. This is the car of my brother.

Answers 1.2:

- She is reading her book.
- They are playing with their toys.
- I saw them yesterday.
- The dog is eating its food.
- This is my brother' s car.

1.3 Verbs

Definition: Verbs express actions, states, or occurrences.

Types of verbs:

- **Action verbs:** show actions (e.g., *run, eat, write*)
- **Linking verbs:** connect subject and description (e.g., *be, seem, become*)
- **Auxiliary verbs:** help form tenses, questions, negatives (e.g., *do, have, will*)

Examples:

- She *runs* every morning.
- They *are* happy.
- I *have* finished my homework.
- We *will* go to the park.
- He *seems* tired.
- Birds *fly* in the sky.
- She *does* not like coffee.
- They *were* watching a movie.
- I *am* learning English.
- The baby *cried* loudly.

Exercise 1.3: Identify the verbs in the sentences and classify them as action, linking, or auxiliary verbs.

1. She is a teacher.
2. They have finished their work.
3. The cat sleeps on the sofa.
4. I do not understand.
5. He became a doctor.

Answers 1.3:

- is –linking verb
- have finished –auxiliary + action verb
- sleeps –action verb
- do –auxiliary verb
- became –linking verb

1.4 Adjectives

Definition: Adjectives describe or modify nouns and pronouns.

Rules:

- Usually placed before the noun (e.g., *a **red** apple*)
- Can follow linking verbs to describe the subject (e.g., *The sky is **blue**.*)
- Can show quantity, quality, size, color, shape, etc.

Examples:

- She has a *beautiful* dress.
- The *tall* man is my uncle.
- This is a *small* room.
- The weather is *cold* today.
- I bought a *new* car.
- He is a *good* student.
- The cake tastes *sweet*.
- It was a *sunny* afternoon.
- That is a *round* table.
- She wore a *red* scarf.

Exercise 1.4: Choose the correct adjective to complete the sentences.

1. The sky is _____ (blue / quickly).

2. He has a _____ (fast / fast car).
3. This book is very _____ (interesting / interest).
4. The baby is _____ (happy / happily).
5. She wore a _____ (red / redily) dress.

Answers 1.4:

- blue
- fast
- interesting
- happy
- red

1.5 Adverbs

Definition: Adverbs modify verbs, adjectives, or other adverbs. They often tell how, when, where, or to what extent.

Common types:

- **Manner:** how? (e.g., *quickly, slowly*)
- **Time:** when? (e.g., *now, yesterday*)
- **Place:** where? (e.g., *here, there*)
- **Degree:** how much? (e.g., *very, too, quite*)

Rules:

- Often end with *-ly*, but not always.
- Usually placed after the verb or before adjectives/adverbs.

Examples:

- She runs *quickly*.
- They arrived *yesterday*.
- The book is *very* interesting.
- He spoke *softly*.
- We will leave *soon*.
- The cat is *outside*.
- He is *too* tired.

- She sings *beautifully*.
- The children played *happily*.
- I almost finished the work.

Exercise 1.5: Fill in the blanks with suitable adverbs.

1. He speaks very _____ (soft/softly).
2. They will come _____ (tomorrow/fast).
3. She finished the work _____ (quick/quickly).
4. The baby is sleeping _____ (quiet/quietly).
5. I will see you _____ (soon/fast).

Answers 1.5:

- softly
- tomorrow
- quickly
- quietly
- soon

1.6 Prepositions

Definition: Prepositions show relationship between a noun (or pronoun) and other words in a sentence.

Common prepositions:

- Time: *at, on, in*
- Place: *under, over, between, behind*
- Direction: *to, from, towards*
- Others: *of, with, about, for*

Examples:

- The book is *on* the table.
- We will meet *at* 5 pm.
- She lives *in* New York.
- The cat is *under* the chair.
- He walked *to* the market.
- The keys are *between* the books.
- I am afraid *of* spiders.
- The gift is *for* you.
- We talked *about* the movie.
- He came *from* Canada.

Exercise 1.6: Fill in the blanks with appropriate prepositions.

1. The picture hangs _____ the wall.
2. I will arrive _____ Monday.
3. The dog is sleeping _____ the bed.
4. She moved _____ London last year.
5. The gift is _____ my friend.

Answers 1.6:

- on
- on
- on
- to
- for

1.7 Conjunctions

Definition: Conjunctions connect words, phrases, or clauses.

Types:

- **Coordinating:** and, but, or, nor, for, so, yet
- **Subordinating:** because, although, since, unless, if, when
- **Correlative:** either...or, neither...nor, both...and

Examples:

- I like tea *and* coffee.
- She is tired *but* happy.
- We can go by bus *or* by train.
- He stayed home *because* he was sick.
- *Although* it rained, we went out.
- You can *either* call me *or* email me.
- They are *both* doctors *and* teachers.
- I will come if you invite me.
- Neither the cat *nor* the dog is outside.
- She sings *yet* dances well.

Exercise 1.7: Choose the correct conjunction to complete the sentences.

1. I want tea ____ coffee.

2. He was tired ____ he kept working.
3. You can have ____ tea ____ coffee.
4. We stayed home ____ it was raining.
5. ____ you work hard, you will succeed.

Answers 1.7:

- and
- but
- either, or
- because
- If

1.8 Interjections

Definition: Interjections express strong feelings or sudden emotions.

Common interjections: wow, oh, alas, hey, ouch, uh-oh, bravo

Examples:

- *Wow*! That was amazing.
- *Oh*, I forgot my keys.
- *Ouch*! That hurts.
- *Hey*! Wait for me.
- *Alas*, the game is over.
- *Bravo*! Well done.
- *Uh-oh*, we have a problem.
- *Hooray*! We won the match.
- *Oops*, I spilled the milk.
- *Yikes*! That was scary.

Exercise 1.8: Match the interjections to their meanings.

Interjection
Wow
Ouch
Hey
Alas
Bravo

2 Tenses

Tenses tell us when an action happens: in the present, past, or future. Each tense has four forms: simple, continuous, perfect, and perfect continuous.

2.1 Present Tense

2.1.1 Simple Present

- **Usage:** Facts, habits, routines.
- **Form:** Subject + base verb (add *-s* or *-es* for he/she/it).

Examples:

- She *works* every day.
- The sun *rises* in the east.
- I *play* football on Sundays.
- They *study* English.
- Water *boils* at 100°C.

2.1.2 Present Continuous

- **Usage:** Actions happening now or around now.
- **Form:** Subject + am/is/are + verb-*ing*.

Examples:

- She *is reading* a book.
- They *are playing* football.
- I *am studying* English.
- It *is raining* outside.
- We *are watching* TV now.

2.1.3 Present Perfect

- **Usage:** Actions completed with relevance to now.
- **Form:** Subject + have/has + past participle.

Examples:

- She *has finished* her homework.
- I *have visited* London.
- They *have lived* here for five years.
- He *has lost* his keys.
- We *have seen* that movie.

2.1.4 Present Perfect Continuous

- **Usage:** Actions started in the past and still continuing.
- **Form:** Subject + have/has + been + verb-*ing*.

Examples:

- She *has been studying* for two hours.

- I *have been waiting* since morning.
- They *have been working* here for a year.
- He *has been feeling* sick lately.
- We *have been living* in this city since 2010.

Exercise 2.1: Fill in the blanks with the correct present tense form of the verbs in brackets.

1. She _____ (write) a letter now.
2. I _____ (go) to school every day.
3. They _____ (live) here for five years.
4. He _____ (play) football at the moment.
5. We _____ (have) lunch already.

Answers 2.1:

- is writing
- go
- have lived
- is playing
- have had

2.2 Past Tense

2.2.1 Simple Past

- **Usage:** Completed actions in the past.
- **Form:** Subject + past form of the verb.

Examples:

- She *visited* Paris last year.
- I *watched* a movie yesterday.
- They *played* football last weekend.
- He *went* to school two days ago.
- We *ate* dinner at 7 pm.

2.2.2 Past Continuous

- **Usage:** Actions in progress at a specific past time.
- **Form:** Subject + was/were + verb-*ing*.

Examples:

- She *was reading* when I called.
- They *were playing* football at 5 pm.
- I *was studying* all night.
- He *was sleeping* during the class.
- We *were watching* TV yesterday.

2.2.3 Past Perfect

- **Usage:** Action completed before another past action.
- **Form:** Subject + had + past participle.

Examples:

- She *had left* before I arrived.
- I *had finished* my homework when he called.
- They *had eaten* dinner before going out.
- He *had studied* English before moving.
- We *had met* before the meeting.

2.2.4 Past Perfect Continuous

- **Usage:** Action continuing up to a past point.
- **Form:** Subject + had + been + verb-*ing*.

Examples:

- She *had been working* for hours before dinner.
- I *had been waiting* for an hour when he came.
- They *had been living* there for years.
- He *had been feeling* ill before the trip.
- We *had been talking* when the phone rang.

Exercise 2.2: Choose the correct past tense form.

1. I _____ (watch) TV when you called.
2. They _____ (finish) dinner before we arrived.
3. She _____ (work) here for five years.
4. We _____ (play) football yesterday.
5. He _____ (sleep) when the phone rang.

Answers 2.2:

- was watching
- had finished
- had been working
- played
- was sleeping

2.3 Future Tense

2.3.1 Simple Future

- **Usage:** Actions that will happen.
- **Form:** Subject + will + base verb.

Examples:

- She *will travel* tomorrow.
- I *will call* you later.
- They *will arrive* soon.
- We *will help* you.
- He *will finish* the work.

2.3.2 Future Continuous

- **Usage:** Actions happening at a future time.
- **Form:** Subject + will be + verb-*ing*.

Examples:

- She *will be studying* at 8 pm.
- They *will be waiting* for us.
- I *will be working* tomorrow.
- He *will be traveling* next week.
- We *will be watching* the game.

2.3.3 Future Perfect

- **Usage:** Actions completed before a future time.
- **Form:** Subject + will have + past participle.

Examples:

- She *will have finished* by then.
- I *will have arrived* before lunch.
- They *will have left* when you come.
- He *will have completed* the project.
- We *will have eaten* by 7 pm.

2.3.4 Future Perfect Continuous

- **Usage:** Actions continuing until a future time.
- **Form:** Subject + will have been + verb-*ing*.

Examples:

- She *will have been working* for five hours by 5 pm.
- I *will have been waiting* for an hour.
- They *will have been traveling* all day.
- He *will have been studying* since morning.
- We *will have been living* here for ten years.

Exercise 2.3: Fill in the blanks with correct future tense forms.

1. She _____ (travel) tomorrow.
2. I _____ (work) at 9 am.
3. They _____ (finish) by noon.
4. He _____ (wait) for two hours by then.
5. We _____ (arrive) soon.

Answers 2.3:

- will travel
- will be working
- will have finished
- will have been waiting
- will arrive

3 Sentence Structure

Understanding sentence parts helps you form clear and correct sentences.

3.1 Subject and Predicate

- **Subject:** The person, place, thing, or idea the sentence is about.
- **Predicate:** Tells what the subject does or is.

Example:
The dog (subject) *barks loudly* (predicate).

3.2 Types of Sentences

- **Declarative:** Makes a statement. (e.g., I like apples.)
- **Interrogative:** Asks a question. (e.g., Do you like apples?)
- **Imperative:** Gives a command. (e.g., Eat the apple.)
- **Exclamatory:** Shows strong emotion. (e.g., What a beautiful apple!)

Examples:

- She is happy. (Declarative)
- Are you coming? (Interrogative)
- Close the door. (Imperative)
- How wonderful! (Exclamatory)

3.3 Active and Passive Voice

- **Active voice:** Subject performs the action. (e.g., The chef cooks the meal.)
- **Passive voice:** Subject receives the action. (e.g., The meal is cooked by the chef.)

Forming Passive Voice:

Subject + form of *be* + past participle (+ by agent)

Examples:

- Active: They built the house.
- Passive: The house was built by them.
- Active: She writes a letter.
- Passive: A letter is written by her.

3.4 Direct and Indirect Speech

- **Direct speech:** Exact words spoken. (e.g., He said, ”I am tired.”)
- **Indirect speech:** Reporting what was said without quoting. (e.g., He said that he was tired.)

Rules for Indirect Speech:

- Change pronouns accordingly.
- Change verb tenses back (present to past, etc.).

- Change time and place words.

Examples:

- Direct: She said, ”I like apples.”
- Indirect: She said that she liked apples.
- Direct: He said, ”I am going home.”
- Indirect: He said that he was going home.

Exercise 3.1: Identify the subjects and predicates.

1. The children play outside.
2. She is reading a book.
3. Birds fly.
4. The sun shines brightly.
5. We are happy.

Answers 3.1:

- Subject: The children; Predicate: play outside
- Subject: She; Predicate: is reading a book
- Subject: Birds; Predicate: fly
- Subject: The sun; Predicate: shines brightly
- Subject: We; Predicate: are happy

Exercise 3.2: Convert the following active sentences to passive.

1. They clean the house.
2. She writes a letter.
3. The chef cooks the food.
4. The children broke the window.
5. He repairs the car.

Answers 3.2:

- The house is cleaned by them.
- A letter is written by her.
- The food is cooked by the chef.
- The window was broken by the children.
- The car is repaired by him.

Exercise 3.3: Change the direct speech into indirect speech.

1. He said, ”I am hungry.”
2. She said, ”I will come tomorrow.”
3. They said, ”We have finished the work.”
4. John said, ”I can help you.”
5. Mary said, ”I like this song.”

Answers 3.3:

- He said that he was hungry.
- She said that she would come tomorrow.
- They said that they had finished the work.
- John said that he could help me.
- Mary said that she liked that song.

4 Articles and Determiners

Articles and determiners come before nouns and give more information about them.

4.1 Articles

- **Definite article:** *the* –refers to a specific thing.
- **Indefinite articles:** *a*, *an* –refer to a non-specific thing.

Rules:

- Use *a* before consonant sounds (a cat).
- Use *an* before vowel sounds (an apple).
- Use *the* when both speaker and listener know the noun.
- Do not use articles with plural or uncountable nouns when speaking generally.

Examples:

- I saw *a* bird.
- She ate *an* orange.
- *The* dog is barking.
- I like *cats*.
- Water is important.

4.2 Determiners

Determiners include articles, possessives, demonstratives, quantifiers, and numbers.

Types:

- Possessive: *my, your, his, her, our, their*
- Demonstrative: *this, that, these, those*
- Quantifiers: *some, any, many, few, much, several*
- Numbers: *one, two, three, etc.*

Examples:

- This *book* is mine.
- I have *some* money.
- *Those* apples are fresh.
- She has *two* sisters.
- We want *many* friends.

Exercise 4.1: Fill in the blanks with *a*, *an*, or *the*.

1. I saw ____ elephant.
2. She has ____ umbrella.
3. ____ moon is bright tonight.
4. He bought ____ car yesterday.

5. I want ____ apple.

Answers 4.1:

- an
- an
- The
- a
- an

5 Modals and Auxiliary Verbs

5.1 Auxiliary Verbs

Auxiliary verbs help form questions, negatives, and different tenses. Main auxiliary verbs are *be*, *have*, and *do*.

Examples:

- She *is* singing.
- We *have* finished.
- *Do* you like coffee?
- He *does* not know.

5.2 Modals

Modals express ability, permission, obligation, possibility, or advice.

Common modals and their uses:

Modal	Use
can	ability, perm
could	past ability,
may	permission,
might	possibility
must	necessity, st
shall	offers, sugge
should	advice, reco
will	future, willi
would	polite reque

Examples:

- She *can* swim.
- *May* I come in?
- You *must* wear a seatbelt.
- He *should* study more.
- *Will* you help me?
- I *would* like a coffee.
- We *could* see the mountains.
- It *might* rain today.
- You *must not* smoke here.
- *Shall* we dance?

Exercise 5.1: Choose the correct modal verb.

1. You ____ finish your homework. (must/should)
2. ____ I open the window? (can/may)
3. She ____ play the piano very well. (can/must)
4. They ____ come to the party. (might/will)
5. You ____ be polite to others. (should/can)

Answers 5.1:

- must
- May
- can
- might
- should

6 Subject-Verb Agreement

The verb must agree with the subject in number (singular/plural) and person.

Rules:

- Singular subjects take singular verbs; plural subjects take plural verbs.
- With *he, she, it* add *-s* or *-es* to the verb in present simple.
- For subjects joined by *and*, use plural verbs.
- For subjects joined by *or*, the verb agrees with the nearest subject.
- Collective nouns usually take singular verbs.

Examples:

- She *runs* fast.
- They *run* every day.
- John and Mary *are* friends.
- Either the cat or the dogs *are* outside.
- The team *is* winning.
- My brother *plays* football.
- The books *are* new.
- Neither the teacher nor the students *are* here.
- The jury *decides* the winner.

Exercise 6.1: Choose the correct verb.

1. She ____ (like/likes) ice cream.
2. The dogs ____ (barks/bark) loudly.
3. My friend and I ____ (is/are) going out.
4. Either he or they ____ (is/are) responsible.
5. The group ____ (has/have) arrived.

Answers 6.1:

- likes
- bark
- are
- are
- has

7 Conditionals

Conditionals are sentences expressing ïfs̈omething happens, then something else will happen.

7.1 Zero Conditional

- **Usage:** Facts and general truths.
- **Form:** If + present simple, present simple.

Examples:

- If you heat water, it boils.
- If it rains, the grass gets wet.
- If you touch fire, you get burned.

7.2 First Conditional

- **Usage:** Real possible future events.
- **Form:** If + present simple, will + base verb.

Examples:

- If it rains, I will stay home.
- If you study, you will pass.
- If she calls, I will answer.

7.3 Second Conditional

- **Usage:** Unreal or unlikely present/future.
- **Form:** If + past simple, would + base verb.

Examples:

- If I were rich, I would travel.
- If he studied, he would pass.
- If we had time, we would help.

7.4 Third Conditional

- **Usage:** Unreal past (things that did not happen).
- **Form:** If + past perfect, would have + past participle.

Examples:

- If I had known, I would have told you.
- If she had come, we would have met.
- If they had studied, they would have passed.

Exercise 7.1: Complete the sentences with correct conditional form.

1. If you _____ (heat) ice, it _____ (melt).
2. If it _____ (rain) tomorrow, I _____ (stay) home.

3. If I _____ (be) taller, I _____ (play) basketball.
4. If she _____ (study) harder, she _____ (pass) the exam.
5. If they _____ (arrive) earlier, we _____ (start) the meeting.

Answers 7.1:

- heat, melts
- rains, will stay
- were, would play
- had studied, would have passed
- had arrived, would have started

8 Common Grammar Mistakes

Here are some frequent errors and how to avoid them.

Mistake	**Correction and Explanation**
She don’t like it.	She **doesn’t** like it. (Use does for he/she/it)
He go to school.	He **goes** to school. (Add -s for he/she/it in present)
Me and him are friends.	**He and I** are friends. (Subject pronouns order and form)
I have 22 years.	I am **22 years old**. (Use ’am’ with age)
Where you live?	**Where do you live?** (Form question with do/does)
She can sings well.	She can **sing** well. (Modal + base verb)
Its a nice day.	**It’s** a nice day. (It’s = it is)
There is many books.	There **are** many books. (Plural ’are’ with plural noun)
I didn’t went there.	I didn’t **go** there. (Use base verb after did)
He and me are ready.	**He and I** are ready. (Subject pronoun)

Exercise 8.1: Find and correct the mistakes.

1. She don’t like apples.
2. Me and my friend are going.
3. He can sings well.
4. I didn’t saw the movie.
5. Its raining outside.

Answers 8.1:

- She doesn’t like apples.
- My friend and I are going.
- He can sing well.
- I didn’t see the movie.
- It’s raining outside.

9 Punctuation Rules

Punctuation marks help clarify meaning in writing.

Punctuation	**Use**
Period (.)	End of statements.
Comma (,)	Separate items, clauses, or after introductory words.
Question mark (?)	End of questions.
Exclamation mark (!)	Show strong feeling or commands.
Apostrophe (’)	Show possession or contractions.
Quotation marks (” ”)	Indicate direct speech or quotations.
Colon (:)	Introduce a list or explanation.
Semicolon (;)	Link related independent clauses.
Dash (–)	Add emphasis or explanations.
Parentheses (())	Add extra information.

Examples:

- She said, ”*I am happy*.”
- It is raining; we will stay inside.
- I bought apples, oranges, and bananas.
- Wow! That was amazing.
- John’s book is on the table.

- He asked: *Are you coming?*

Exercise 9.1: Add correct punctuation marks.

1. Where are you going
2. She said I am tired
3. I have apples oranges and bananas
4. Wow That is great
5. Johns car is new

Answers 9.1:

- Where are you going?
- She said, ”I am tired.”
- I have apples, oranges, and bananas.
- Wow! That is great.
- John’s car is new.

10 Practice Tests

Test your knowledge with these exercises.

10.1 Test 1: Parts of Speech and Tenses

1. Identify the parts of speech for the underlined words:
   The quick brown fox jumps over the lazy dog.
2. Fill in the blank with the correct verb form:
   She _____ (go) to school every day.
3. Choose the correct pronoun:
   This is _____ book. (my / mine)
4. Write the past tense of the verb:
   to eat
5. Change to passive voice:
   They build houses.

Answers Test 1:

1. quick –adjective; over –preposition
2. goes
3. my
4. ate
5. Houses are built by them.

10.2 Test 2: Sentence Structure and Conditionals

1. Identify the subject and predicate:
   The children are playing outside.
2. Write an example of a first conditional sentence.
3. Convert to indirect speech:
   He said, ”I am tired.”
4. Fill in the blank:
   If I _____ (be) rich, I would buy a car.
5. Choose correct verb:
   Either the boys or the girl _____ (is/are) late.

Answers Test 2:

1. Subject: The children; Predicate: are playing outside.
2. If it rains, I will stay home.
3. He said that he was tired.
4. were
5. is

10.3 Test 3: Articles, Modals, and Punctuation

1. Fill the blank with suitable article:
   She wants ____ apple.

2. Choose the correct modal:
   You ____ (must/should) wear a helmet.

3. Add punctuation:
   What is your name

4. Correct the sentence:
   She dont like coffee.

5. Fill the blank:
   We ____ (are/is) friends.

Answers Test 3:

1. an
2. must
3. What is your name?
4. She doesn’ t like coffee.
5. are

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